



## Kentucky Preschool Program Review (P2R)

Documents to submit to KDE via One Drive for the 2016-2017 Consolidated Monitoring Process.

In addition to completing the P2R tool, districts will provide supporting evidence through electronic submission.

These documents will include:

### **Program Structure and Personnel**

1. Recruitment Information (Child Find) – examples include information for families who are English-Language Learners, flyers.
2. Eligibility Form for enrollment, a blinded copy.
3. Sample of screening results
4. Preschool KSI – include the 3 tier intervention, data points, intervention providers, and progress monitoring tools used (Even though this process is individualized, please share the general process.)
5. Sample of professional development verification for teachers and assistants (sign in sheets, PD certificates, topics of PD offerings, PD records).
6. Evidence of providing regular oversight of Preschool Associate Teachers (who provides oversight and what occurs as part of this process).
7. Full Utilization Agreement with Head Start (full document).

### **Environment**

8. Evidence of policy concerning provisions for additional support when there are more than 10 students per adult.
9. Map of Site – all sites with dimensions and location of preschool classrooms, restrooms, cafeteria and gross motor space.

### **Curriculum and Assessment**

10. Sample of evidence of partnerships with community agencies (CECC agenda, logs, agreements with agencies, events).
11. Sample of assessments of children's progress, minimum of one per site.

12. An outline of your district process for evaluating the success of preschool children as they progress through primary.
13. Evidence for the current school year of the Preschool Coordinator's professional learning in curriculum, Instructional practices and/or teaching and learning or have an approved early childhood credential or degree. If the preschool is at more than one location, provide evidence of professional learning for the director/principal at each site.
14. Results of staff survey of evaluation of the preschool program.
15. Evidence of implementing a continuous improvement plan.

#### **Health Safety and Nutrition**

16. Safety Policies and Procedures for preschool.

#### **Families and Communities**

17. Family Handbook for Preschool.
18. Policy for contacting families after irregular or 4 absences
19. Sample of two-way communications with families
20. Home visit documentation (summary of visit, one sample per school)
21. Sample of annual program evaluation of parent and compilation of results
22. A sample of Family Involvement Activities – flyers, agendas, calendars, collaboration activities, including training opportunities for families

#### **Multiple Areas**

23. Daily schedule - one sample per site (include coverage plan for breaks) **Program Structure and Personnel, Environment**
24. Sample of Lesson Plans showing alignment with Kentucky Early Learning Standards with a minimum of one per site (please provide examples of safety and nutrition, with individualization, and specially designed instruction) **Program Structure and Personnel, Environment, Health Safety and Nutrition**

#### **Other**

- National Accreditation Certificate (if this has been achieved)